

Media Specialist Duties

- * Schedule Student Limousine Lunches; Create, Distribute, and Collect Limousine Lunch Permission Slips
- * Host **2** Scholastic Books Fairs- Fall, Spring
- * Collect **Lost Book** Fines, Fill-out Pay-In Forms
- * Oversee Inventory Asset Disposals / Transfers
- * Schedule Audio-Visual Repairs (H & H Audiovisual Services 844-1808)
- * Order New Books, Audio-Visual Materials, Process & Catalog New Materials
- * Order Periodicals, Book Supplies, Office Supplies, Copy Paper
- * Conduct End-of-Year Inventory of Media Center Materials
- * Create Monthly Circulation Statistical Reports for Principal & Assistant Principal
- * Change Laminating Film
- * Weed Collection Periodically

Duties include:

- * Proficient in the use of Follett Destiny circulation software.
- * Knowledge of the Ohio Library Guidelines.
- * Evaluating and selecting materials needed to meet both the curricular and individual needs of LJS students, teachers, and administrators.
- * Performing cataloging of all newly purchased print and non-print materials.
- * Performing original cataloging of print and non-print materials according to national standards (AACR2, Dewey Decimal System, Sears subject headings, and MARC formatting).
- * Providing readers advisory for students and staff.
- * Providing basic instruction to staff and students for equipment use.
- * Assisting staff with computer and/or AV equipment problems.
- * Performing administrative duties including scheduling classes.
- * Providing monthly library statistical information to school administrators.
- * Providing reference assistance and instructions to students and staff including use of INFOhio subscription databases, Education Backpack, and netTrekker search engine.